SIS2000+ Training Manual

Services & Programs:

Using Student Services

Purpose

The Student Services application is used to track non-curricular services provided to students by the school staff, health professionals, or other providers. Examples of such services would be any type of therapy (physical, speech, behavioral), any type of counseling, tutoring service, or any meetings regarding the welfare of the student or dictating a plan of action for a student (such as an IEP).

For each service administered, basic information is tracked about the type of service and the date and time it was provided. Services to be scheduled in the future are allowed as entries. In addition, all participants are registered along with the role in which they serve (i.e., chairperson of a meeting, counselor, consultant, legal representation, etc.). Referrals to other services are also tracked.

Prerequisite

The Service must first be defined in the Service Definition application.

Training Objectives

Add a Student Service, through a link to Service Definitions, if not already done.
Enter participant and referral data.
Sort Student Services Summary List.

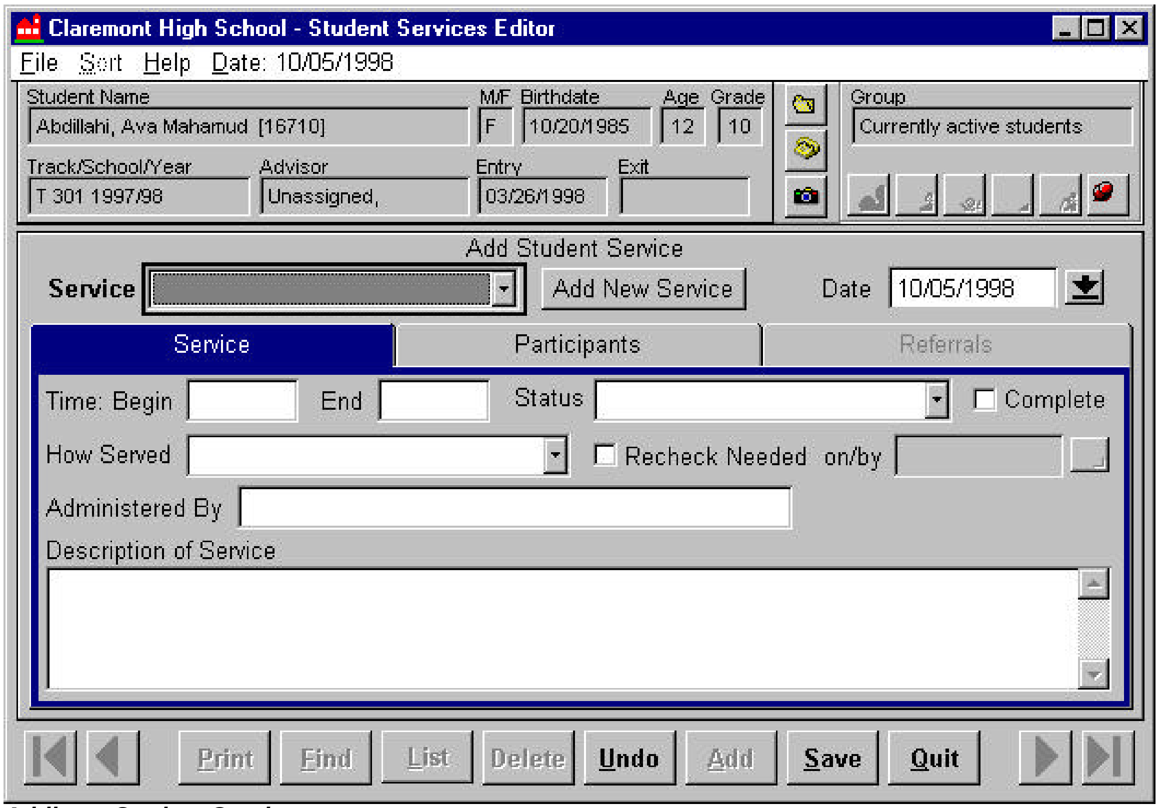
Accessing Student Services

From the SIS2000+ Main Menu, click on the Services & Programs button. From there, click on the Student Services button.

Tasks

Add a Student Service

Click Add to open a blank Student Service screen.



Adding a Student Service

Use the Tab or Enter key to move from field to field and fill in the following data:

Service -
Select a Service from the drop-down list activated by the field button. Available selections have been pre-defined in the Service Definitions program. If the Service to add is not yet defined, a link can be made to the Service Definitions application without closing the Student Services application. Click on the **Add New Service** link button to open the Services Definitions program. Follow procedures as outlined in the Service Definitions document to create the new Service record as needed. After quitting the Service Definitions application the view will return to the 'Add

Student Service' sub-screen with the newly defined Service available for selection in the Service field.

Date -
Enter the date when this service was provided (or scheduled to be provided).

Time: Begin/End -
Refers to time of day the Service was administered (if applicable). 24 hour time format.

Status -
Select a Service status from the drop-down list.

Complete -
A check here indicates that the Service is completed. This field appears as "Cmpl" on the summary list on the main screen.

How Served -
Select a mode of Service to indicate the setting in which the Service was (or is) to be provided, such as, "At School, School Staff", "At Home, School Staff", Outside Professional Team", etc.

Recheck Needed -
Check here as reminder if the Service needs a follow-up. This field appears as "Rechk" on the summary list on the main screen.

on/by -
Select a follow-up date using the drop-down calendar.

Administered by -
Name of person administering the Service.

Description of Service -
Further comments.

Enter 'Participants' data

Click on the 'Participants' tab. Click **Add Participant** and enter data as follows:

Type -
Select "Contact", "Faculty" or "Provider".

Name -
Select participant's name. Available selections will depend on the Type selected in the previous field. For example, if "Faculty" were selected then the available selections in the Name field would come from the district faculty database.

Service Role -
Select a description of participant's role in administering the Service.

Remarks -
Additional comments.

Click Save. The new entry will be displayed in the Summary List. To edit or delete this information, select **Edit Participant** or **Delete Participant**.

> ***Note:***
> *The Referral tab is not enabled at this time.*

View / Sort Student Summary List

The main screen of Student Services displays a summary list of services received by or scheduled for the selected student. Key data fields are displayed in read-only mode:

Service -
Name or description.

Date -
Date service was received.

Begin-
Starting time.

End -
Ending time.

Status, Cmpl-
Has the service been completed?

Rechk-
Is there a recheck necessary?

The default sorting order of the list is ascending alphabetical, based on the Services field. The list can be resorted using two other fields: **Date** or **Status**.

Sort list, Method #1:
Open the **Sort** menu. Select (highlight) a field to sort on in the upper portion of the menu. The selection can be made by using the arrow keys, by using a mouse, or by pressing the underlined shortcut letter of the selection. The Sort menu will automatically close after a selection is completed. You may also sort either ascending or descending.

Sort List, Method # 2:
Click on the **column heading** of the field you wish to sort (only the Service, Date and Status fields can be sorted). The list will automatically sort itself in ascending order on the field clicked, or in the reverse direction of its current sort order. A small gray arrow in the column header will flag the current sorting field.

What's Next?

For each service administered, basic information is tracked in a separate Student Services application. This process is completed through the Service Manager application.